

Application for
RECORDS DISPOSITION STANDARD

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Complete DEC 14 1973 73-592 DEC 21 1973	
2. Agency Application No.			Person in Contact <i>Mary Parker</i> Mary Parker	
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Staff Services Division Garage 959 E. Confederate Avenue, Atlanta, Ga. 30316			5. Working Title Logistics Officer	6. Tel. No. 6142
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED				
8. Earliest & Latest Dates of Series 1970	9. Exact Series Title Gasoline Log Files			
10. What is the function of the office in which this record series is created? The Staff Services Division is responsible for personnel administration including recruitment and disengagement of personnel and maintenance of personnel records; for accounting of funds; receiving and disbursing funds and budgeting for funds; for the procurement of supplies and equipment, their issuance and maintenance; for planning and providing support to these operations including procedures writing, forms design, records management and reproduction services.				
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: Quantity of gasoline used by the Department. Included are: Gasoline Log (GSP 14) and adding machine tape. File arranged: Chronologically by date.				
ATTACH SAMPLES OF THE FILE				
EQUIPMENT OCCUPIED		No. of Drawers	Vol. Ft. of Records	ANNUAL RATE OF ACCUMULATION
Letter-size File Drawers		3	4.5	1 1.5
Legal-size File Drawers				Floor Space Occupied (Square Feet)
				6 feet
				AVERAGE DAILY REFERENCES
				1 or 2 times

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ ☐
14. Is there a duplication of this series in another office or agency? ☐ ☒
15. Is the information contained in this series ever summarized or published? ☒ ☐
Attach copy of summary or publication. Summarized in accounting records.
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☒
18. Could the function be performed if the files were lost or destroyed? ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☐ ☒
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☒ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify)

Cut off file each FY; hold in CFA 1 yr. or until State Audit is completed, whichever is later then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

(☒) Concur (☐) Nonconcur Logistics Officer

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<u>Donna L. Wilson</u>	12-14-73	<u>[Signature]</u>	12-14-73
6. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>William M. Dyer</u>	12-18-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>Carroll Hart</u>	12-18-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>Robert Shell</u>	12-19-73

STATE RECORDS COMMITTEE